



Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
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MEMORANDUM NO. 2009-071

TO: School District Superintendents
WISE Coordinators
Business Managers
Personnel Directors

FROM: Leslie Zimmerschied
Data Analyst
Technology, Careers, and Data

DATE: April 17, 2009

SUBJECT: Spring 2009 Wise Data Collection Training Reminder

WISE DATA COLLECTION TRAINING REMINDER

The Wyoming Department of Education (WDE) will hold five distinct training sessions for the upcoming Spring 2009 Wyoming Integrated Statewide Education (WISE) Data System collections. Each training session will be interactive and administered over the Wyoming Equality Video Network (WEN). This memorandum serves as a reminder for districts to participate in each of the upcoming trainings.

What is the purpose of the trainings?

A portion of each presentation will focus on the submission process using the State Report Manager (SRM). The trainings will then detail the content of the collection. Specifications of each required element will be explained as well as answers to Frequently Asked Questions. Content experts from WDE will be on-hand to answer any additional questions that district personnel may have.

WDE-427 – WISE Special Education Data Collection - End of Year

When is it?

The WDE-427 training will be held on April 22, 2009 from 2:00 p.m. to 4:00 p.m. via the WEN.

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Who should attend?

WDE recommends both technical and content personnel attend the trainings. WISE Coordinators, Special Education Directors, and any other district employees responsible for the compilation of the WDE-427 should attend.

When to Sign Up?

If you are interested in joining the WDE-427 training, please contact your local WEN Video scheduler to sign up your site.

Where is additional information?

Additional information for this collection is available via Superintendent Memo. No 2009-047 and 2009-053. Information is also on the WISE website <http://www.k12.wy.us/wise/>. Districts are also welcome to contact Stephanie Weaver at 307-777-2560 or sweave@educ.state.wy.us.

WDE-652 - WISE School District Staff Member Collection - End of Year**When is it?**

The WDE-652 training will be held on April 28, 2009 from 2:00-4:00pm via the WEN.

Who should attend?

WDE recommends both technical and content personnel attend the trainings. WISE Coordinators, Business Managers, Human Resource Administrators, and any other district employees responsible for the compilation of the WDE-652 should attend.

When to Sign Up?

If you are interested in joining the WDE-652 training, please contact your local WEN Video scheduler to sign up your site. The last date to sign up your WEN site is April 17th.

Where may I find additional information?

Additional information for this collection is available via Superintendent Memo. No 2009-047 and 2009-054. Information is also on the WISE website <http://www.k12.wy.us/wise/>. Districts are also welcome to contact Susan Kruse at 307-777-6252 or skruse@educ.state.wy.us.

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WDE-600 – WISE Attendance and Membership

When is it?

The WDE-600 training will be held on May 13, 2009 from 2:00-4:00pm via the WEN.

Who should attend?

WDE recommends both technical and content personnel attend the trainings. WISE Coordinators, Business Managers, and any other district employees responsible for the compilation of the WDE-600 should attend.

When to Sign Up?

If you are interested in joining the WDE-600 training, please contact your local WEN Video scheduler to sign up your site. The last date to sign up your WEN site is May 8th.

Where may I find additional information?

Additional information for this collection is available via Superintendent Memo. No 2009-047 and 2009-053. Information is also on the WISE website <http://www.k12.wy.us/wise/>. Districts are also welcome to contact Amy Manley at 307-777-6000 or amanle@educ.state.wy.us.

WDE-636 – WISE Report of Student Disciplinary Actions and Crime and Violence

When is it?

The WDE-636 training will be held on May 27, 2009 from 2:00 p.m. to 4:00 p.m. via the WEN.

Who should attend?

WDE recommends both technical and content personnel attend the trainings. WISE Coordinators, Guidance Counselors, and any other district employees responsible for the compilation of the WDE-636 should attend.

When to Sign Up?

If you are interested in joining the WDE-636 training, please contact your local WEN Video scheduler to sign up your site. The last date to sign up your WEN site is May 22nd.

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Where may I find additional information?

Additional information for this collection is available via Superintendent Memo # 2009-047 and 2009-062. Information is also available on the WISE website <http://www.k12.wy.us/wise/>. Districts are also welcome to contact Nathaniel Castellanos at 307-777-6391 or ncaste@educ.state.wy.us.

WDE-670 – WISE Graduate and Completer Statistics

When is it?

The WDE-670 training will be held on June 3, 2009 from 2:00 p.m. to 4:00 p.m. via the WEN.

Who should attend?

WDE recommends both technical and content personnel attend the trainings. WISE Coordinators, Guidance Counselors, and any other district employees responsible for the compilation of the WDE-670 should attend.

When to Sign Up?

If you are interested in joining this training, please contact your local high school or community college and ask their local WEN Video scheduler to sign up your site. The last date to sign up your WEN site is May 29th.

Where may I find additional information? Additional information for this collection is available via Superintendent Memo # 2009-047 and on the WISE website <http://www.k12.wy.us/wise/>. Districts are also welcome to contact Leslie Zimmerschied at 307-777-8751 or lzimme@educ.state.wy.us.

Whom do I contact for more information?

If you have any questions regarding any of the trainings, please contact Leslie Zimmerschied at 307-777-8751 or lzimme@educ.state.wy.us.

If you have any questions about the WISE project, please contact Shadd Schutte at 307-777-3656 or sschut@educ.state.wy.us.

Questions regarding content of a specific collection should be directed to the Data Steward for the collection.

To sign up for WEN training, please contact your local WEN Video scheduler.

LZ:tw